

**State of Michigan  
Department of Treasury  
Unclaimed Property**



**Mailing Address:**  
Unclaimed Property  
Michigan Department of Treasury  
PO Box 30756  
Lansing, MI 48909

**Physical Address:**  
7285 Parsons Dr  
Dimondale, MI 48821



# TABLE OF CONTENTS

For the “Manual for Reporting Securities” and “Manual for Reporting Tangible Property,” go online to <https://unclaimedproperty.michigan.gov>.

## Glossary of Terms

## Notice to Holders

## Important Information

## What’s New

## Chapter 1 General Information

How to Use This Manual.....	1-1
Where to Get Help .....	1-1
Reporting Methods.....	1-1
Reporting Information and Requirements .....	1-2

## Chapter 2 Reporting Specific Property

Properties Exempt from Reporting .....	2-1
Uncashed Checks .....	2-1
Financial Institutions.....	2-2
Governmental Agency/Authority, Public Schools, Courts.....	2-3
State of Michigan Property .....	2-3
Escrow Funds Reported by Title Companies.....	2-4
Abandoned Vehicles Auction Proceeds .....	2-4
Gift Certificates/Gift Cards.....	2-4
Cryptocurrency .....	2-4
Insurance-Related Property .....	2-5

## Chapter 3 Preparing Your Report

Instructions for Reporting .....	3-1
Submitting a NAUPA II File Using Manual Online Reporting.....	3-1
Submitting a NAUPA II File Created by Independent Vendor Software.....	3-2
Submitting a Zero/Negative Report .....	3-3

## Appendix

- A Property Type Codes & Dormancy Periods
- B State Abbreviations
- C Relationship Codes
- D Samples of Due Diligence Letter

## Forms

- 2011, Michigan Holder Transmittal for Annual Report of Unclaimed Property
- 1223, Michigan Annual Report of Unclaimed Cash and/or Safe Deposit Boxes
- 3165, Michigan Holder Request for Refund
- 4869, Michigan Unclaimed Property Voluntary Disclosure Agreement



# GLOSSARY

<b>Abandoned Property</b>	Tangible or intangible property that is unclaimed by its rightful owner.
<b>Activity</b>	Action taken on property by the owner which may include making a deposit, a withdrawal of money, a written memorandum to the holder, or any action that state statute deems adequate.
<b>Administrator</b>	The State Treasurer.
<b>Aggregate Reporting</b>	To report and remit multiple items of the same property type under \$50 in one lump sum. <a href="#">See “Aggregate Reporting.”</a>
<b>Apparent Owner</b>	The person whose name appears on the records of the holder as the person entitled to property held, issued, or owing by the holder.
<b>Attorney General</b>	The chief legal officer of this State.
<b>Banking Organization</b>	A bank, trust company, savings bank, industrial bank, land bank, safe deposit company, private banker, or any organization defined by law as a bank or banking organization.
<b>Business Association</b>	A nonpublic corporation, joint stock company, investment company, business trust, partnership, or association for business purposes of two or more individuals, whether or not for profit, including a banking organization, financial organization, insurance company, or utility.
<b>Domicile</b>	The state of incorporation of a corporation, or the state of the principal place of business of an unincorporated entity.
<b>Due Diligence</b>	The effort required by statute that a holder of abandoned property must use to find the true owner of the property, before the holder reports the property to the state.
<b>Dormant Period</b>	The time when an owner of property does not take action on his or her property (see activity).
<b>Dormancy Date/Date of Last Activity</b>	The date of last contact by the owner with the listed holder.
<b>Escheat</b>	A transfer and reporting of property from a holder, making the state the legal custodian of the property.
<b>Financial Organization</b>	A savings and loan association, cooperative bank, building and loan association, savings bank, or credit union.
<b>Holder</b>	An entity, wherever organized or domiciled, who is in possession of property belonging to another, a trustee, or is indebted to another on an obligation.
<b>Insurance Company</b>	An individual, association, corporation, fraternal or mutual benefit organization, or any other legal entity, whether or not for profit, that is engaged or attempting to engage in the business of making insurance or surety contracts.



<b>Intangible Property</b>	Includes all of the following: money, checks, drafts, deposits, interest dividends, and income; credit balances, customer overpayment, gift certificates, security deposits, refunds, credit memos, unpaid wages, unused airline tickets, and unidentified remittances; stocks and other intangible ownership interest in business associations; money deposited to redeem stocks, bonds, coupons, and other securities, or to make distributions; amounts due and payable under the terms of insurance policies; amounts distributable from a trust or custodial fund established under a plan to provide health, welfare, pension, vacation, severance, retirement, death, stock purchase, profit sharing, employee savings, supplemental unemployment insurance, or similar benefits.
<b>Last Known Address</b>	The address of record for an owner of unclaimed property, as identified on the Holder's books and records.
<b>Municipal</b>	Relating to a city or town or its governing body.
<b>Owner</b>	A depositor, in the case of a deposit; a beneficiary, in the case of a trust other than a deposit in trust, creditor, claimant, or payee, in the case of other tangible property; or a person having a legal or equitable interest in property subject to this act. Owner includes the legal representative of the person defined as an owner in the subdivision.
<b>Person</b>	An individual, business association, state, or other government, governmental subdivision agency, public corporation, public authority, estate, trust, two or more persons having a joint or common interest, or any other legal or commercial entity.
<b>Property</b>	Tangible or intangible personal property owned by a person.
<b>State</b>	Any state, district, commonwealth, territory, insular possession, or any other area subject to the legislative authority of the United States.
<b>Tangible Property</b>	Includes items in safe deposit boxes, personal property or personal effects. <a href="#">See "Manual for Reporting Tangible Property."</a>
<b>UP</b>	State of Michigan Unclaimed Property
<b>Unclaimed Property</b>	Tangible or intangible property that is unclaimed by its rightful owner.
<b>Underlying Shares</b>	Shares of stock issued by a business association, banking organization, or financial organization; certificates which are in the possession of the shareholders who have failed to either cash dividend checks, correspond with the issuing corporation, or respond to the issuing corporation's attempts to make contact. In other words, an underlying share of stock is an ownership interest in a business entity, the certificate, or other evidence of which is presumably in the possession of the missing owner. <a href="#">See "Manual for Reporting Securities."</a>
<b>Utility</b>	An entity who owns or operates for public use any plant, equipment, property, franchise, or license for the transmission of communications or the production, storage, transmission, sale, delivery, or furnishing of electricity, water, steam or gas.



# NOTICE TO HOLDERS

Michigan's Unclaimed Property (UP) program is governed by the Michigan Uniform Unclaimed Property Act, Public Act 29 of 1995. The program is administered by the Michigan Department of Treasury and it serves as the State of Michigan's central depository for abandoned and unclaimed property. The Michigan State Treasurer is the administrator of the Uniform Unclaimed Property Act and acts as custodian of the property on behalf of the owner.

Every business or government agency holding unclaimed property belonging to someone whose last known address is in Michigan must report. If the holder is incorporated in Michigan and the owner's address is unknown, then the holder must report those properties to Michigan.

This manual has been prepared to help organizations file unclaimed property reports. It does not address legal issues relating to unclaimed property, nor does it describe all types of property that must be reported. However, it will provide instructions for reporting the most common types of unclaimed property.

When preparing your unclaimed property report, assume each owner listed is a potential claimant. It is **essential** that all available information identifying owners and properties be listed on the report. A Social Security number (SSN), last-known address, email address, property descriptions, and account or check numbers are items used to verify ownership during UP's claim process. Providing this and other descriptive information on your report will reduce the need for UP to contact the holder for more information during the claim process.

Thank you for your cooperation and continued support in our mutual goal to reunite unclaimed property with the rightful owner or heir.

## Due Date and Dormancy Periods

The dormancy period for most property types is three years. Unclaimed property reaching its dormancy period as of March 31, 2021, must be reported and remitted to the State on or before July 1, 2021. For a complete listing of all property types and dormancy periods, refer to [Appendix A](#).

## Submitting Your Report and Payment

Holder Reports should be filed through the Unclaimed Property website at <https://unclaimedproperty.michigan.gov>. The option to remit an electronic payment by ACH debit will be presented after the report has been submitted. In case you are unable to remit payment at the time of submission, you will also receive a one-time email confirmation with the payment link embedded in it. Please note, this email confirmation and payment link cannot be resent. Alternatively, a check can be mailed to the following address attached to a copy of your report confirmation.



## Unclaimed Property (UP) Contact Information

For questions regarding this manual, or the responsibility of a holder of unclaimed property, contact UP at:

Michigan Department of Treasury  
Unclaimed Property  
PO Box 30756  
Lansing MI 48909  
517-636-6940  
[TreasUPDReporting@michigan.gov](mailto:TreasUPDReporting@michigan.gov)

Make checks payable to the “**MI Dept of Treasury – Unclaimed Property**”

## Recommended Timeline for Unclaimed Property Review

March 31	Identify properties that could be reportable as unclaimed property as of March 31.
April 15	Prepare and mail due diligence letters to those property owners identified as inactive.
May 15	Determine property owners with whom contact has not occurred (i.e., returned mail, no response, etc.).
June 1	Begin preparing the annual unclaimed property report.
On or Before July 1	Submit your report and payment through the Unclaimed Property website.



# WHAT'S NEW

Acceptable File Types	Not Acceptable File Types
NAUPA II Files with .hrs or .txt extension	Files with .hde extension
	NAUPA I formatted reports

## New Property Type Code

Use Property Type Code CS01 to report Educational Savings Accounts.

## Relationship Code Changes

Use Relationship Code “BC” to indicate the contingent beneficiaries named on insurance policies. The primary beneficiaries should still be coded as “BF”.

Relationship code AO (And/Or) is no longer accepted. Instead of using the single code for And/Or, multiple owners on a property must have their specific relationship reported. Holders should refer to the acceptable relationship codes listed in [Appendix C](#).

## Securities Manual Updates

Multiple changes have been made in how to report securities. Refer to the [Manual for Reporting Securities](#) for instructions.

## Nothing to Report

Entities incorporated, domiciled or with strong business presence in Michigan with no unclaimed property to report in 2021 are strongly encouraged to file a Zero/Negative Report. This will establish a filing history and document your compliance with the Unclaimed Property Act.

## Owner Email Addresses

Holders are encouraged to report owner email addresses, if available.



# CHAPTER 1

## GENERAL INFORMATION

### How to Use This Manual

This manual has been prepared to help organizations file unclaimed property reports. It does not address legal issues relating to unclaimed property, nor does it describe all types of property that must be reported. However, it will provide instructions for reporting the most common types of unclaimed property. A list of “[Frequently Asked Questions](#)” about the unclaimed property program is also available on the Internet at <https://unclaimedproperty.michigan.gov/>.

The manual is divided into three chapters.

Chapter 1: General Information	Overview of unclaimed property reporting.
Chapter 2: Reporting Specific Property	Description of more common types of unclaimed property.
Chapter 3: Preparing Your Report	Step-by-step instructions for filing the property report using Manual Online Reporting
Appendix	Various codes, abbreviations, standards, and samples.

### Where to Get Help

For questions or problems, contact Unclaimed Property (UP) at:

517-636-6940 (weekdays, 9 a.m. – 2 p.m.)  
[TreasUPDReporting@michigan.gov](mailto:TreasUPDReporting@michigan.gov)

### Reporting Methods

Use one of the following options to report unclaimed property to Michigan.

1. **Manual Online Reporting** – Use this method if you need to create a report.
2. **Upload a Report** – Use this method to upload a report already created in NAUPA II format or submit a Zero/Negative report.



## **Reporting Information and Requirements**

### **Reporting Format**

Reports must be in the National Association of Unclaimed Property Administrators (NAUPA II) electronic reporting standard format. Reports received in the wrong format cannot be processed, will be returned to the holder, and will not be considered filed timely.

### **Report and Remit Payment**

The total amount reported must equal the amount of remittance. You may either make an ACH Debit payment or mail a copy of your confirmation along with a check payable to “MI Dept of Treasury – Unclaimed Property” for the total amount of your report. Reference your holder FEIN somewhere on the remittance check.

### **Notice to Owners - Due Diligence**

Michigan law requires holders to send written notice to the last known address provided by the owner if the following conditions exist:

1. The address for the owner appears to be accurate.
2. The property has a value of \$50 or more.
3. The statute of limitation does not bar the claim of the owner

Written Notice:

- Must advise the owner their property will be transferred into State custody if a response is not received.
- Must be sent not less than 60 days, nor more than 365 days, before the filing of the report.

See [Appendix D](#) for samples of due diligence letters.

### **Mail Not Returned by Post Office**

Returned mail or mail not returned to the holder by the post office does not, by itself, qualify as contact with the owner or activity on the account. When reviewing records for unclaimed property, look for the last documented communication or other contact with the owner or the last debit or credit generated by the owner on any account. Other methods of verifying the whereabouts of owners are:

1. Cross-referencing records to show that the individuals have other active accounts within the organization.
2. Signed W-9 forms, change of address notices, or other correspondence from customers that prove they are aware the property exists.



## **Consolidated Reports**

Consolidated reports are acceptable. A consolidated report is one that is filed on behalf of more than one legal holder (e.g., a parent company that files one report for itself and a number of subsidiaries).

## **Record Keeping**

Copies of reports and supporting records must be kept for ten years. Information on the unclaimed property report must be supported by an adequate audit trail.

## **Incomplete Reports**

Check the report before submitting it to ensure all requested information has been provided. An incomplete report is not considered filed timely.

## **Aggregate Reporting**

Michigan law provides for **reporting multiple items of the same property type, each under \$50, in one lump sum**. This is referred to as reporting in aggregate. **Although allowed, we encourage holders to instead report properties individually**. Reporting properties individually will increase the likelihood the reported properties will be located by and returned to the rightful owners.

If still choosing to report in aggregate, holders combine multiple properties valued at less than \$50 each into a single record on the report using one of nine available aggregate codes listed in [Appendix A](#).

- List the owner name as “Aggregate” and use Owner Type Code “Aggregate.”
- Do not mix property types within the same aggregate code.
- List the number of properties included in each aggregate code in the property’s description field.
- If the account is interest bearing, **do not** combine different interest rates in the same aggregate code.
- Provide UP with a separate detailed list of owner names and amounts due each owner for the aggregate properties. **Note: if a detailed list is not provided, claimants will be referred back to the holder for documentation verifying ownership.**

## **Early Reporting**

Michigan’s Unclaimed Property Act allows a holder to report and remit property after two years of dormancy.

## **Dissolved Businesses**

Holders that have dissolved operations may report properties due at the close of business without waiting until the normal dormancy period has expired.



## **Fines and Penalties**

Every holder is required to file and remit property within the time prescribed. Any holder who fails to file a report of unclaimed property may be subject to the following fines and penalties as provided in the Uniform Unclaimed Property Act, Public Act 29 of 1995 (Michigan Compiled Law (MCL) 567.221 et seq.):

- An entity failing to pay or deliver property within the time prescribed by the act shall pay interest at the current monthly rate of one percentage point above the adjusted prime rate, per year, per month, on the property or value of the property, from the date the property should have been delivered.
- An entity willfully failing to render any report or perform other duties required under the act shall pay a civil penalty of \$100 for each day the report is withheld or the duty is not performed, but not more than \$5,000.
- An entity willfully failing to pay or deliver property to the administrator, as required under the act, shall pay a civil penalty equal to 25 percent of the value of the property that should have been paid or delivered.
- An entity willfully refusing, after written demand by the administrator, to pay or deliver property to the administrator, as required under the act, is guilty of a misdemeanor and, upon conviction, may be punished by a fine of not less than \$500, nor more than \$25,000, or imprisonment for not more than six months, or both.

## **Audits**

Under the Michigan Uniform Unclaimed Property Act, the Michigan Department of Treasury has authority to examine the books/records of entities, their subsidiaries and affiliates, to determine whether they are compliant with the Act. The examination will relate to all property subject to escheat under the Act, spanning the previous ten reporting years.

## **Voluntary Disclosure**

Treasury offers an opportunity for Holders, not under audit, to avoid penalty and interest charges on past due property remitted through the Voluntary Disclosure Program. Entities that would like to become compliant with the Act may request entrance into this Program by filing a [“Michigan Unclaimed Property Voluntary Disclosure Agreement” \(Form 4869\)](#). If the request is approved, the Holder will be notified in writing of their requirement to accurately complete and file unclaimed property reports, to remit payments for the current reporting year and the previous four reporting years, and to remain current going forward.

## **Additional Forms**

Forms are available at <https://unclaimedproperty.michigan.gov>.



### **Filing for Holder Refunds**

Holders may reimburse the customer or reactivate an account and file with UP for a reimbursement. The requirements for obtaining a refund are:

Completing and filing “[Michigan Holder Request for Refund](#)” (Form 3165). The form **must be notarized**. The form must indicate whether the property was reported in error or the owner has been reimbursed.

- Error - Holders should provide proof or explanation of how the error was made.
- Reimbursement - Attach proof of payment for each owner paid and listed on the holder refund form (a copy of the cleared item like original cashier’s check with the endorsement of the owner or proof that the account was reactivated).



## CHAPTER 2

### REPORTING SPECIFIC PROPERTY

#### Properties Exempt from Reporting

Michigan's Unclaimed Property Act has identified several types of property that are not required to be included in a Holder's annual report. However, the Act does **NOT** release Holders from the liability of these funds. This means that Holders choosing to not report these properties must maintain a record of the liability and are obligated to reimburse the property owners when they approach the Holder for reimbursement. Many Holders voluntarily include these items in their annual reports in order to clear them from their books.

The following properties are not required to be reported as unclaimed property:

- Properties with a value of \$25.00 or less, with the exception of dividends or stock-related properties.
- Wages of \$50.00 or less that remain unclaimed by the owner for more than 1 year after becoming payable.
- With the exception of outstanding checks or similar instruments, amounts due between two or more active businesses.
- Gift certificates, gift cards or credit memos which do not expire in less than 5 years and do not charge inactivity fees.

#### Uncashed Checks

Most unclaimed property holders have uncashed checks. The period of abandonment for these items varies from one to three years and begins on the date of the last contact with the payee, which in most cases is the date the check was issued.

Below are the property types and dormancy periods which describe the more common types of unclaimed checks and the additional information the holder should provide.

Property Types	Field Descriptions	Dormancy Period	Additional Information
Cashier's Check	CK01	3 years	Two owners; purchaser and payee (remitter and payee)
Wages, Commissions	MS01 MS02	1 year 1 year	Dates of employment
Customer Overpayment	MS05	3 years	Account number
Municipal Utility Refunds	UT03	1 year	Service address, account number
Non-municipal Utility Refunds	UT03	3 years	Service address, account number
Certificate of Deposit Interest Checks	CK16	3 years	CD account number



Refunds Due	MS11	3 years	Account number
Payments for Goods or Services, Vendor Checks	MS04 CK13	3 years 3 years	Invoice number
Pension Checks	CK11	3 years	Employer name if different from reporting holder
Escrow Accounts Held by Title Company	TR04	3 years	File number, property address
Insurance Claim Checks	IN01 IN02	3 years 3 years	Claim number, name of insured, policy number (if death benefit, list beneficiary as owner)

## **Financial Institutions**

### **Certificates of Deposit (CDs)**

The dormancy period for a matured CD is three years. The dormancy begins the day after the first maturity of the certificate (i.e., the day after the end of the first term). Thus, CDs must be reported three years from the dates the owners were first able to recover funds without penalties.

### **Automatically Renewable CDs**

An automatically renewable CD is considered unclaimed after 15 years. The 15-year dormancy period begins at the first maturity in the absence of depositor contact. For example, in the absence of depositor contact, the dormancy period of an automatically renewable two-year account issued in April 2006 would begin in April 2008. The account would be renewed every two years until the 15-year dormancy period was reached in 2023.

Do not report an account until after the period during which there are owner penalties for early withdrawal has expired. If an owner contact is established during renewal term, the dormancy period will run from the date of such contact.

### **IRAs, Keoghs, and 401K Plans**

The three-year dormancy period begins at the point when an IRA (Individual Retirement Account), Keogh or 401K account becomes mandatorily distributable under the terms of the account or plan.

### **Custodian Accounts**

Accounts held in trust for a minor or accounts opened under the Uniform Gift to Minors Act (MCL 554.451 et seq.) are considered unclaimed after three years. Also see “Personal Trust Property” below.



**Reminder:** If deposit owners have other active accounts with a financial institution or the financial institution has documented contact with deposit owners, do not report the inactive accounts.

### **Personal Trust Property**

Trust properties should list the name of the trust as the primary owner. For accounts held under the Uniform Gift to Minors Act (UGMA), the minor should be listed as the UGMA owner and the adult should be listed as the custodian.

### **Health Savings Accounts**

The dormancy period for Health Savings Accounts is three years after the account is abandoned. Each Health Savings Plan has unique program specifications that identify when the account is considered abandoned. Use property type code HS01 to report Health Savings Accounts.

### **Education Savings Accounts**

The dormancy period for Education Savings Accounts is three years after the account is abandoned. Each Education Savings Account has unique program specifications that identify when the account is considered abandoned. Use property type code CS01 to report Education Savings Accounts.

## **Governmental Agencies/Authorities, Public Schools, Courts**

The dormancy period is one year for any type of unclaimed property held by a court, state, municipality, or other government, governmental subdivision or agency, public corporation, or public authority. Note that public schools, public colleges and public universities are considered governmental entities. Bonds issued by government agencies and entities are also included in this category. Unclaimed child support payments reported by county Friend of the Court offices should be reported using property type code "CT06."

## **State of Michigan Property**

If the owner of the property is listed as a State of Michigan agency (e.g., Department of Transportation), enter the owner name as "State of Michigan," then enter the agency name (e.g., State of Michigan Transportation, State of Michigan Attorney General, etc.).

## **Escrow Funds Reported by Title Companies**

Escrow accounts are considered unclaimed after three years.

Escrow balances include accounts where money is held because of the nonperformance of the conditions of the escrow agreement. In transactions involving earnest money, both the buyer and seller have an undivided interest in the entire amount. Both the buyer and seller are considered the owners and both should be listed on the report. Report the person who placed the money in escrow, as primary owner; list the other parties as additional owners.



If the contract stipulates that the seller may claim the funds under specific conditions and documenting evidence in your file indicates that those conditions exist, the seller is considered the owner and is listed as such on the report. The buyer is not considered an owner in this instance and should not be listed on the report.

If the holder has contact with one party, but a release cannot be secured from the other party, report the funds three years from the date of last contact with the missing party or date of scheduled closing.

### **Other Escrow Funds**

Report amounts placed in escrow at closing in the name of the party who provided the funds. For example, part of a seller's payoff is held to ensure all taxes are paid and repairs are complete. Once these conditions are met, if the funds remain unclaimed, report the seller's name as the owner of the funds. The buyer is not entitled to the funds and should not be listed on the report.

Report escrow funds using code "TR04."

### **Abandoned Vehicles Auction Proceeds**

Net proceeds from the sale of abandoned vehicles in accordance with Section 252g of the Michigan Vehicle Code (Public Act 300 of 1949) are to be escheated to UP. The holder (towing company or police department) shall report and remit payment together with a copy of the completed **Michigan Department of State Form TR-52** (Abandoned Vehicle Bill of Sale).

### **Gift Certificates/Gift Cards**

A gift certificate or gift card that does not charge an inactivity fee and either does not expire or has an expiration date greater than five years is not subject to escheat. All other gift certificates or gift cards should be reported after three years of dormancy, using property type code "MS12".

### **Cryptocurrency**

The dormancy period for cryptocurrency is three years. The dormancy period begins on the day of the last transaction or the day the owner last logged into their account. These accounts must be liquidated and reported as cash using property type code "MS17".

### **Insurance-Related Property**

Insurance-related property is considered unclaimed after three years. Unclaimed insurance properties must be assigned the correct property type codes. The choice of codes is important because it determines what kind of information will be required from claimants. Review the following list to determine which code to use. Each property type describes what information is required when remitting these funds.



<b>Property Types</b>	<b>Field Descriptions</b>	<b>Additional Information</b>
Individual policy benefits or claim payments	<b>IN01</b>	Provide name of insured, policy number, and claim number if applicable.
Group policy benefits or claim payments excluding death benefits	<b>IN02</b>	Provide employer names and policy numbers and claim numbers if applicable.
Death benefits on individual or group policies	<b>IN03</b>	Provide name of insured, names of all beneficiaries, policy number, claim number and date of birth of insured, if known. Beneficiaries must be reported with the applicable relationship code of primary beneficiary (“BF”) or, if applicable, contingent beneficiary (“BC”). If no beneficiary is on file, report the estate of the insured as the primary beneficiary.
Proceeds from matured policies, endowments, or annuities	<b>IN04</b>	Provide policy number and name of insured.
Premium refunds on individual policies	<b>IN05</b>	Provide policy number and name of insured.
Unidentified remittance or premium payments	<b>IN06</b>	Provide any information available; report owner’s name as “unknown”.
Other amounts due under policy terms	<b>IN07</b>	All other insurance-related property not described above. Provide a complete description of the property.
Agent credit balances	<b>IN08</b>	Provide Social Security number (SSN) of agent and dates of employment.
Aggregate properties under \$50	<b>IN99</b>	Provide separate detailed list of owner names and amounts due each owner.



## CHAPTER 3

### PREPARING YOUR REPORT

#### Options for Creating a Report

- Manual Online Reporting - allows a Holder to manually enter data and create a NAUPA II file free of charge directly within the Michigan Unclaimed Property website, available at <https://unclaimedproperty.michigan.gov/app/submit-a-report>
- NAUPA II File Created Using Third Party Software
  - Holder Reporting System (HRS) – An independent vendor that allows Holders to upload data for 99 properties or less and create a NAUPA II file free of charge at [www.wagers.net](http://www.wagers.net). After generating the file, **it will then need to be uploaded to the State of Michigan Unclaimed Property website at <https://unclaimedproperty.michigan.gov/app/submit-a-report>.**
  - For more than 99 properties, programs are available for purchase through a variety of independent vendors.
- Zero/Negative Report – Should always be entered under the “Upload a Report” option within the Michigan Unclaimed Property website, available at <https://unclaimedproperty.michigan.gov/app/submit-a-report>

#### Instructions for Reporting

##### [Submitting a NAUPA II File Using Manual Online Reporting:](#)

Click on “Enter a Manual Report.”

- **Registration** – Enter your e-mail address and receive a “Secret Key” that is unique to this report. **PLEASE NOTE: It is very important to retain this Secret Key; it cannot be recovered.** You will need to re-register for each report submission.
- **Holder Information** – Complete all pertinent information for the reporting entity. A Holder is the company or institution that is reporting. The Holder Contact is the person responsible for compiling the report. The Report Year is the year in which the property is due to be reported. **NOTE: Michigan’s report period ends March 31, 2021, so the holder report year would be 2021.**
- **Main Page** – “Create A Record” is where you will enter owner information followed by property information for each record. A **“Record”** must be created for each property added.
  - **Owners** – Enter the owner’s last known address. The last known address must be listed even if the mail has been returned by the post office. When establishing whether the claimant is the rightful owner, confirmation of this address is very important. If the owner’s street address is unknown, leave blank. **Do not** fill with



“unknown” or “address unknown.” All “Owner Type Codes” will be “All Owners except Aggregate or Unknown” unless you have an aggregate property or an unknown owner. If the property has more than one owner, click on “Add Owner” to enter the additional owner’s information. Continue until all owners for this property are listed. **NOTE: Although many fields are not marked as required, please provide as much information as possible.**

- **Properties** – Select the property type that best describes the property being reported. Enter all pertinent property information. The description field can be used to provide additional detail to assist with verifying ownership. **NOTE: Although many fields are not marked as required, please provide as much information as possible.** Once your property is added the record is now complete.
- Continue entering new records by clicking “Go To Main” and “Create A Record.” Each record will contain an owner and a property.
- Once all owners and properties are added, continue to “Final Review.” This is your last opportunity to review your information before submission.
- **Summary** – Download a copy of your NAUPA file for your records. You will not need to submit this copy to the State. You must click on every box under the “Summary Record” for the “Submit” button to turn green, even if you are not reporting Tangibles or Shares.
- **Final Review** – If you wish to pay electronically, a link is available on this page. If you wish to pay electronically at a later date, please follow the instructions in your confirmation e-mail. Complete final review and click “Done” for submission. **If submitting report and payment online, no additional forms need to be submitted.** If paying by check, please send your check made payable to the “MI Dept of Treasury – Unclaimed Property” with a copy of the Summary Page.

#### **Submitting a NAUPA II File Created by Independent Vendor Software:**

Click “Upload a Report.”

- **Holder Information** – Complete all pertinent information for the reporting entity. A Holder is the company or institution that is reporting. The Holder Contact is the person responsible for compiling the report. The Report Year is the year in which the property is due to be reported. **NOTE: Michigan’s report period ends March 31, 2021, so the holder report year would be 2021.**
- **Upload File** – This is where you will upload your already created NAUPA II formatted file.
- **Preview Submission** – Review and electronically sign your submission.



- **Summary** – If you wish to pay electronically, a link is available on this page. If you wish to pay electronically at a later date, please follow the instructions in your confirmation e-mail. Complete final review and click “Done” for submission. **If submitting report and payment online, no additional forms need to be submitted.** If paying by check, please send your check with a copy of the Summary Page.

The preferred and most secure method of reporting is the electronic NAUPA II file. However, Forms 2011 and 1223 are available through the State of Michigan Unclaimed Property website for those who are unable to file electronically and have **ten (10)** properties or fewer to report.

### **Submitting a Zero/Negative Report**

Do not submit a NAUPA II file; simply enter a few details through the Michigan Unclaimed Property website and a report will be created for your entity.

Click “Upload a Report.”

- **Holder Information** – Complete all pertinent information for the reporting entity. A Holder is the company or institution that is reporting. The Holder Contact is the person responsible for compiling the report. The Report Type must be selected as “Negative Report.” The Report Year is the year in which the property is due to be reported. **NOTE: Michigan’s report period ends March 31, 2021, so the holder report year would be 2021.**
- **This is a Negative Report** – “Yes – Report Type selected above must be Negative Report.”
- **Summary** – Complete final review and click “Submit” for submission. **If submitting a Negative Report, no additional forms need to be submitted.**



# APPENDIX



# State of Michigan - Department of Treasury, Unclaimed Property

## APPENDIX A PROPERTY TYPE CODES AND ABANDONMENT PERIODS

### ACCOUNT BALANCES DUE

<u>Yrs</u>	<u>Code</u>	<u>Description</u>
3	AC01	CHECKING ACCOUNTS
3	AC02	SAVINGS ACCOUNTS
3	AC03	MATURED CD OR SAVINGS CERTIFICATE
3	AC04	CHRISTMAS CLUB FUNDS
3	AC05	MONEY ON DEPOSIT TO SECURE FUND
3	AC06	SECURITY DEPOSITS
3	AC07	UNIDENTIFIED DEPOSITS
3	AC08	SUSPENSE ACCOUNTS
15	AC10	AUTOMATIC RENEWABLE CD
3	AC11	UGMA ACCOUNT
3	AC99	AGGREGATE ACCOUNT BALANCES*

### UNCASHED CHECKS

<u>Yrs</u>	<u>Code</u>	<u>Description</u>
3	CK01	CASHIER'S CHECKS
3	CK02	CERTIFIED CHECKS
3	CK03	REGISTERED CHECKS
3	CK04	TREASURER'S CHECKS
3	CK05	DRAFTS-CHECKS
3	CK06	WARRANTS
3	CK07	MONEY ORDERS
15	CK08	TRAVELER'S CHECKS
3	CK09	FOREIGN EXCHANGE CHECKS
3	CK10	EXPENSE CHECKS
3	CK11	PENSION CHECKS
3	CK12	CREDIT CHECKS OR MEMOS
3	CK13	VENDOR CHECKS
3	CK14	CHECKS WRITTEN OFF TO INCOME
3	CK15	OTHER OUTSTANDING OFFICIAL CHECKS
3	CK16	CD INTEREST CHECKS
3	CK99	AGGREGATE UNCASHED CHECKS*

### IRA / EDUCATION / HEALTH SAVINGS ACCOUNTS

<u>Yrs</u>	<u>Code</u>	<u>Description</u>
3	IR01	IRA CASH
3	IR08	IRA STOCKS AND BONDS
3	IR13	IRA MUTUAL FUNDS
3	HS01	HEALTH SAVINGS ACCOUNTS
3	CS01	EDUCATION SAVINGS ACCOUNTS

### MINERAL PROCEEDS & MINERAL INTEREST

<u>Yrs</u>	<u>Code</u>	<u>Description</u>
3	MI01	NET REVENUE INTEREST
3	MI02	ROYALTIES
3	MI03	OVERRIDING ROYALTIES
3	MI04	PRODUCTION PAYMENTS
3	MI05	WORKING INTEREST
3	MI06	BONUSES
3	MI07	DELAY RENTALS
3	MI08	SHUT-IN ROYALTIES
3	MI09	MINIMUM ROYALTIES
3	MI99	AGGREGATE MINERAL INTEREST*

### MISC. CHECKS & INTANGIBLE PERSONAL PROPERTY

<u>Yrs</u>	<u>Code</u>	<u>Description</u>
1	MS01	WAGES, PAYROLL, SALARY
1	MS02	COMMISSIONS
3	MS03	WORKERS COMPENSATION BENEFITS
3	MS04	PAYMENT FOR GOODS & SERVICES
3	MS05	CUSTOMER OVERPAYMENT
3	MS06	UNIDENTIFIED REMITTANCES
3	MS07	UNREFUNDED OVERCHARGES
3	MS08	ACCOUNTS PAYABLE
3	MS09	CREDIT BALANCES-ACCTS. REC.
3	MS10	DISCOUNTS DUE
3	MS11	REFUNDS DUE
3	MS12	UNREDEEMED GIFT CERTIFICATES
3	MS13	UNCLAIMED LOAN COLLATERAL
3	MS14	INDIV. PENSION & PROFIT SHARE ACCT.
1	MS15	DISSOLUTION OR LIQUIDATION
3	MS16	MISC. OUTSTANDING CHECKS
3	MS17	MISC. INTANGIBLE PROPERTY
3	MS18	SUSPENSE LIABILITIES
3	MS99	AGGREGATE MISC. PROPERTY*

### SAFE DEPOSIT BOXES & SAFEKEEPING

<u>Yrs</u>	<u>Code</u>	<u>Description</u>
3	SD01	SAFE DEPOSIT BOX CONTENTS
3	SD02	OTHER SAFEKEEPING
3	SD03	OTHER TANGIBLE PROPERTY

### COURT DEPOSITS

<u>Yrs</u>	<u>Code</u>	<u>Description</u>
1	CT01	ESCROW FUNDS
1	CT02	CONDEMNATION AWARDS
1	CT03	MISSING HEIRS FUNDS
1	CT04	SUSPENSE ACCOUNTS
1	CT05	OTHER COURT DEPOSITS
1	CT06	CHILD SUPPORT PAYMENTS
1	CT07	ABANDONED VEHICLE PROCEEDS
1	CT99	AGGREGATE COURT DEPOSITS*

### INSURANCE

<u>Yrs</u>	<u>Code</u>	<u>Description</u>
3	IN01	INDIVIDUAL POLICY BENEFITS OR CLAIM PAYMENTS
3	IN02	GROUP POLICY BENEFITS OR CLAIM PAYMENTS
3	IN03	PROCEEDS DUE BENEFICIARIES
3	IN04	PROCEEDS FROM MATURED POLICIES, ENDOWMENTS OR ANNUITIES
3	IN05	PREMIUM REFUNDS
3	IN06	UNIDENTIFIED REMITTANCES
3	IN07	OTHER AMOUNTS DUE UNDER POLICY TERMS
3	IN08	AGENT CREDIT BALANCES
2	IN77	LIMITING AGE POLICIES
3	IN99	AGGREGATE INSURANCE PROPERTY*

### SECURITIES

<u>Yrs</u>	<u>Code</u>	<u>Description</u>
3	SC01	DIVIDENDS
3	SC02	REGISTERED BOND INTEREST (CORP.)
3	SC03	REGISTERED BOND PRINCIPAL (CORP.)
3	SC04	EQUITY PAYMENTS
3	SC06	FUNDS PAID TO PURCHASE SHARES
1	SC07	MUNICIPAL BOND PRINCIPAL AND INTEREST
3	SC08	SHARES OF STOCK (RETURNED BY P.O.)
3	SC09	CASH FOR FRACTIONAL SHARES
3	SC10	UNEXCHANGED STOCK OF SUCCESSOR CORP.
3	SC11	OTHER CERTIFICATES OF OWNERSHIP
3	SC12	UNDERLYING SHARES OR OTHER OUTSTANDING CERTIFICATES
3	SC13	FUNDS FOR LIQUIDATION/REDEMPTION OF UNSURRENDERED STOCK OR BONDS
3	SC14	DEBENTURES
1	SC15	US GOVERNMENT SECURITIES
3	SC16	MUTUAL FUND SHARES
3	SC17	WARRANTS (RIGHTS)
3	SC19	DIVIDEND REINVESTMENT PLANS
3	SC20	CREDIT BALANCES
3	SC99	AGGREGATE SECURITY RELATED CASH*

### TRUST, INVESTMENT & ESCROW ACCOUNTS

<u>Yrs</u>	<u>Code</u>	<u>Description</u>
3	TR01	PAYING AGENT ACCOUNTS
3	TR02	UNDELIVERED OR UNCASHED DIVIDENDS
3	TR03	FUNDS HELD IN FIDUCIARY CAPACITY
3	TR04	ESCROW ACCOUNTS
3	TR05	TRUST VOUCHERS
3	TR99	AGGREGATE TRUST PROPERTY*

### UTILITIES

<u>Yrs</u>	<u>Code</u>	<u>Description</u>
1	UT01	UTILITY DEPOSITS
3	UT02	MEMBERSHIP FEES
3	UT03	REFUNDS OR REBATES
3	UT04	CAPITAL CREDIT DISTRIBUTIONS
3	UT99	AGGREGATE UTILITY PROPERTY*

\*See "Aggregate Reporting" for requirements to use this property type.

Regardless of property types, all governmental entities must report all properties after one year of dormancy.



# **State of Michigan - Department of Treasury, Unclaimed Property**

## **APPENDIX B**

### **STATE ABBREVIATIONS**

AL	ALABAMA	NE	NEBRASKA
AK	ALASKA	NV	NEVADA
AZ	ARIZONA	NH	NEW HAMPSHIRE
AR	ARKANSAS	NJ	NEW JERSEY
CA	CALIFORNIA	NM	NEW MEXICO
CO	COLORADO	NY	NEW YORK
CT	CONNECTICUT	NC	NORTH CAROLINA
DE	DELAWARE	ND	NORTH DAKOTA
FL	FLORIDA	OH	OHIO
GA	GEORGIA	OK	OKLAHOMA
HI	HAWAII	OR	OREGON
ID	IDAHO	PA	PENNSYLVANIA
IL	ILLINOIS	RI	RHODE ISLAND
IN	INDIANA	SC	SOUTH CAROLINA
IA	IOWA	SD	SOUTH DAKOTA
KS	KANSAS	TN	TENNESSEE
KY	KENTUCKY	TX	TEXAS
LA	LOUISIANA	UT	UTAH
ME	MAINE	VT	VERMONT
MD	MARYLAND	VA	VIRGINIA
MA	MASSACHUSETTS	WA	WASHINGTON
MI	MICHIGAN	DC	WASHINGTON DC
MN	MINNESOTA	WV	WEST VIRGINIA
MS	MISSISSIPPI	WI	WISCONSIN
MO	MISSOURI	WY	WYOMING
MT	MONTANA		



# **State of Michigan - Department of Treasury, Unclaimed Property**

## **APPENDIX C**

### **RELATIONSHIP CODES**

#### For sole or first owner

P - Primary

#### For additional owners

AD - Administrator

AF - Attorney for

AG - Agent for

AN - And

BC - Contingent Beneficiary

BF - Beneficiary

CC - Co-Conservator

CF - Custodian for

CN - Conservator

EX - Executor or Executrix

FB - For benefit of

GR - Guardian for

IN - Insured

JC - Joint tenants in common

JT - Joint

JS - Joint with rights of survivorship

OR - Or

PA - Payee

PO - Power of Attorney

RE - Remitter

TE - As Trustee for

UG - Uniform gift to minors act (UGMA)

### **DEDUCTION CODES**

DR - Safe Deposit Box drilling fees and unpaid rent

TW - Income Tax Withheld from IRA account

### **OWNER TYPE CODES**

AP - Aggregate Property

OT - All Owners except Aggregate or Unknown

UN - Unknown Owner (no name available)



**State of Michigan - Department of Treasury, Unclaimed Property**  
**APPENDIX D**  
**SAMPLES OF DUE DILIGENCE LETTER**



# SAMPLE

## DUE DILIGENCE FOR INACTIVE ACCOUNT

HOLDER NAME & ADDRESS

CUSTOMER NAME

CUSTOMER ADDRESS

CUSTOMER CITY, STATE & ZIP

It is the policy of (HOLDER) to review and update our account records periodically. Our records of your savings/checking account number 123456 indicate no transactions as of (LAST ACTIVITY DATE). Your account needs to be brought current. State law requires us to turn this account over to the state if the account is truly abandoned. To prevent us from turning your account over to the state's unclaimed property office, please check the appropriate box, sign in the space provided below, and return this to us as soon as possible.

( ) The above address information is correct for the account and I am aware of the account.

( ) Please change the account holder(s) name(s) and/or address(es) to read as follows:

\_\_\_\_\_  
-----  
\_\_\_\_\_

( ) I wish to close this account. Please send a check for the closeout amount to the following address:

-----  
-----  
\_\_\_\_\_

Signature

Date

\_\_\_\_\_

Your assistance is appreciated. Please contact our office if you have any questions.

Sincerely,

Your Bank Officer



# SAMPLE

## DUE DILIGENCE FOR OUTSTANDING CHECK

To: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Re: Disposition of Outstanding Check

Our records indicate that the following check issued to you is still outstanding:

<u>Check#</u>	<u>Date Issued</u>	<u>Amount Issued</u>
---------------	--------------------	----------------------

Please indicate the disposition of the check on the bottom of this form and return it to us within \_\_\_\_\_ days

Disposition of Check

\_\_\_\_ I cashed the above check. Provide date cashed, if known: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_ I am holding the above check for the following reason:

-----

\_\_\_\_\_

\_\_\_\_ I received the above check, but it has been lost or destroyed. Please issue a replacement check.

\_\_\_\_ I did not receive the above check. Please issue a replacement check.

\_\_\_\_ Other, explain:

-----

\_\_\_\_\_

Please sign here:

\_\_\_\_\_

Address (if other than above):

\_\_\_\_\_



# FORMS



# Michigan Holder Transmittal for Annual Report of Unclaimed Property

Issued under the authority of P.A. 29 of 1995, Filing is mandatory.  
Failure to file is punishable by fine.

Mail to:  
Michigan Department of Treasury  
Unclaimed Property Division  
PO Box 30756  
Lansing, MI 48909

This transmittal must accompany your submission only when mailing your report and/or remittance. If your report and remittance are both filed online, this Form 2011 is not required. If your annual report does not meet Treasury specifications, as indicated in the Manual for Reporting Unclaimed Property, it will not be accepted.

		1. Report Year	
<b>GENERAL INFORMATION</b>			
2. Holder's Name		3. Federal Employer ID Number	4. State of Incorporation
5. Address		6. County	7. Date of Incorporation
8. City, State, Zip Code		9. Primary Business Activity	
10. Did you exercise due diligence this report year? <input type="checkbox"/> Yes <input type="checkbox"/> No		11. Did you file a <i>Report of Unclaimed Property</i> last year? <input type="checkbox"/> Yes <input type="checkbox"/> No, explain: _____	
12. What are you submitting with Form 2011? (Check all that Apply) <input type="checkbox"/> Form 1223 <input type="checkbox"/> Check (Payable to "MI Dept of Treasury - Unclaimed Property") <input type="checkbox"/> Other (specify) _____			
13. Report Type <input type="checkbox"/> Annual <input type="checkbox"/> VDA <input type="checkbox"/> First <input type="checkbox"/> Audit <input type="checkbox"/> Other			
<b>REPORTING REQUIREMENTS</b>			
14. You must report and submit all property (defined in General Instructions) in your custody that belongs to someone else and has gone unclaimed.			
a. Total number of safety deposit boxes reported (if applicable). .....			
b. Total number of shares of stock/mutual funds (if applicable).....			
c. Total amount paid with this transmittal.....		\$	
*Make checks payable to "MI Dept of Treasury - Unclaimed Property"			
<b>CERTIFICATION</b>			
<i>I declare under penalties imposed by P.A. 29 of 1995, as amended, that I have examined this report and to the best of my knowledge it is true and complete.</i>			
15. Print Contact Name		Telephone Number	
E-mail Address		Fax Number	
16. Authorizing Signature	17. Title	Date	

If you are a successor, attach a separate sheet listing the names and last known addresses of all previous holders of the property being reported. If you have changed your name during the reporting period, attach a separate sheet listing all prior names.

Treasury Use Only			
Holder ID	Report	Stock ID	Import Batch



# Michigan Annual Report of Unclaimed Cash and/or Safe Deposit Boxes

Issued under Public Act 29 of 1995. Filing is mandatory.

Page \_\_\_\_ of \_\_\_\_

Attach this form to the *Michigan Holder Transmittal* (Form 2011). Complete this report for cash items or for safety deposit box contents only. If you are reporting both cash items and safety deposit box contents, submit a separate report for each. All items less than \$50 may be reported in aggregate (see aggregate filing instructions). If you are reporting more than ten properties, you must submit your report electronically through the Unclaimed Property website at <https://unclaimedproperty.michigan.gov>. Report securities separately (Form 3164).

Holder Name	Report Year
Federal Employer ID Number	Report Number <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3

a. Property Description	b. P. Type	c. Owner's Name (Last, First, MI), Last Known Address	d. Rel. Code	e. Social Security No. or FEIN	f. Fees (Enter Below)		g. Date of Last Activity (YYYYMMDD)	
h. Identifying Number	i. Quantity			j. If interest bearing, enter %.	Type DR/TW	Fees Owed \$		k. Amount Remitted \$
a. Property Description	b. P. Type	c. Owner's Name (Last, First, MI), Last Known Address	d. Rel. Code	e. Social Security No. or FEIN	f. Fees (Enter Below)		g. Date of Last Activity (YYYYMMDD)	
h. Identifying Number	i. Quantity			j. If interest bearing, enter %.	Type DR/TW	Fees Owed \$		k. Amount Remitted \$
a. Property Description	b. P. Type	c. Owner's Name (Last, First, MI), Last Known Address	d. Rel. Code	e. Social Security No. or FEIN	f. Fees (Enter Below)		g. Date of Last Activity (YYYYMMDD)	
h. Identifying Number	i. Quantity			j. If interest bearing, enter %.	Type DR/TW	Fees Owed \$		k. Amount Remitted \$
a. Property Description	b. P. Type	c. Owner's Name (Last, First, MI), Last Known Address	d. Rel. Code	e. Social Security No. or FEIN	f. Fees (Enter Below)		g. Date of Last Activity (YYYYMMDD)	
h. Identifying Number	i. Quantity			j. If interest bearing, enter %.	Type DR/TW	Fees Owed \$		k. Amount Remitted \$
a. Property Description	b. P. Type	c. Owner's Name (Last, First, MI), Last Known Address	d. Rel. Code	e. Social Security No. or FEIN	f. Fees (Enter Below)		g. Date of Last Activity (YYYYMMDD)	
h. Identifying Number	i. Quantity			j. If interest bearing, enter %.	Type DR/TW	Fees Owed \$		k. Amount Remitted \$

Complete this item only on the **last page** of the report.  
Enter the total dollars you are submitting with this report. \$

Total: This page only  
\$



# Michigan Holder Request for Refund

Issued under Public Act 29 of 1995. Filing is voluntary.

Use this form to request a refund of unclaimed property that was reported to the State of Michigan in error. Also use this form for items that you reimbursed to the rightful owner or for which you reestablished an account. Submit a separate request for each report year.

Treasury Use Only					
Claim Number					
Prepared by:	<table><tr><td><input type="checkbox"/> 1</td><td><input type="checkbox"/> 3</td></tr><tr><td><input type="checkbox"/> 2</td><td><input type="checkbox"/> Denied</td></tr></table>	<input type="checkbox"/> 1	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> Denied
<input type="checkbox"/> 1	<input type="checkbox"/> 3				
<input type="checkbox"/> 2	<input type="checkbox"/> Denied				

Holder Information					
Holder's Name		Federal Employer ID Number	Telephone Number	Report Year	Total Amount of Report
Street Address		City, State and ZIP Code		E-mail Address	

Claim Information							
Property Code	Account/Reference No. (If in aggregate, specify)	Owner's Name (Exactly as indicated on report.)	Owner's Address	Claimant's Name (If different from owner.)	Claimant's Address (If different from owner.)	Date paid to claimant or acct. reactivated. (include proof)	Amount Paid
a.							
b.							
c.							
d.							
If your refund is due to a reporting error, explain here.						<b>TOTAL REFUND</b>	

Notary Certification	Holder Certification
Subscribed and sworn to before me the _____ day of _____, 20 ____.	<i>I certify that the properties listed above which were included in the Report of Unclaimed Property or Securities filed for the report year in item 1d have been paid to the rightful owner or claimant. Upon payment of this request, I agree to hold the state harmless from all claims and loss, demands, costs and other expenses which the state may sustain by reason of turning over the property to the holder and by its further refusal to pay the property to any other person.</i>
_____ (Notary Signature)	Signature of Holder Representative
_____ (Print Name)	Date
Commission expires _____ day of _____, 20 ____.	Print or Type Representative's Name
	Date



# Michigan Unclaimed Property Voluntary Disclosure Agreement

Issued under authority of Public Act 29 of 1995.

PART 1: ENTITY INFORMATION	
1. Legal Name of Entity	2. Federal Employer Identification Number (FEIN). If unassigned, enter TR or ME #.
3. Address (Number and Street, P.O. Box)	4. City, State, ZIP Code
5. Contact Name	6. Contact Telephone Number

PART 2: AGREEMENT INFORMATION
<p>The entity listed above, hereafter referred to as the Holder, desires to be compliant with the Michigan Uniform Unclaimed Property Act (Act), being Public Act 29 of 1995, as amended. Accordingly, the Holder would like to voluntarily comply with the Act by reporting and remitting previously unreported unclaimed property due to the State of Michigan. To comply, the Holder agrees to the following terms and conditions:</p> <p>(1) Within six (6) months from the date this form is accepted by Unclaimed Property, accurately complete and file unclaimed property reports and remit payments for the current reporting year and the previous four reporting years. If estimates are involved in determining the amounts to be reported due to inadequate records, the Holder will also provide the calculations for any estimation techniques used.</p> <p>(2) To perform due diligence for unclaimed property items valued \$50 and greater as mandated by the Act.</p> <p>(3) To disclose all subsidiaries or entities including their FEIN, TR or ME numbers that are part of this agreement. Attach a list of entities.</p> <p>(4) To be fully compliant with the Act from this point forward. This includes, but is not limited to, performing an annual review of all financial records for abandoned and unclaimed property and filing a complete and accurate unclaimed property report each year.</p> <p>(5) The unclaimed property reports will be filed using electronic reporting software in the nationally recognized National Association of Unclaimed Property Administrators (NAUPA) format.</p> <p>(6) Treasury does not waive its right to audit the Holder after the expiration of the six month period or anytime after the submission of the unclaimed property reports or if reports are not filed within the terms of the agreement. An unclaimed property examination may cover up to the last ten reportable years and result in an assessment of penalty and interest.</p>

PART 3: TREASURY AGREEMENT
<p><b>Treasury agrees to the following terms:</b></p> <p>(1) To exclude the Holder in Unclaimed Property audit efforts during the six month period after the filing of this form.</p> <p>(2) Holders will not be assessed penalties or interest for property remitted voluntarily in compliance with this agreement and the Act.</p>

PART 4: CERTIFICATION	
<p><b>By my signature below, I attest to the following:</b></p> <p>(1) This agreement will not go into effect until written acceptance has been received from the Department of Treasury.</p> <p>(2) I am an authorized representative of the Holder named above and have full authority to enter into and bind the Holder to the terms and conditions of this Voluntary Disclosure Agreement.</p> <p>(3) Agreement to all of the terms identified above.</p> <p>(4) I am aware of the unclaimed property types and dormancy periods under the Act.</p> <p>(5) The entity named above is not currently under examination or audit nor has it been notified by Treasury or by one of Treasury's contract auditors, of Treasury's intention to conduct an unclaimed property examination or audit.</p>	
Authorized Representative Name	Authorized Representative Title
Authorized Representative E-Mail Address	Authorized Representative Telephone Number
Authorized Representative Signature	Date

To obtain more information about filing unclaimed property reports including the Manual for Reporting Unclaimed Property, free holder reporting software, forms, Frequently Asked Questions and a Webcast, visit the "Reporting Unclaimed Property" section at [www.michigan.gov/unclaimedproperty](http://www.michigan.gov/unclaimedproperty).

Return completed form to:  
Michigan Department of Treasury  
Unclaimed Property  
PO Box 30756  
Lansing, MI 48909

E-mail: [TreasUPDReporting@michigan.gov](mailto:TreasUPDReporting@michigan.gov)

Call 517-636-6940 if you have further questions.